

Required Documents and Proper Order for Complete Filing - New Case

Bankruptcy Petition (Chapters 7 and 13)

1. Voluntary Petition (2 pages on new form containing Exhibit C) signed by debtor(s) and attorney for debtor(s)*
2. Statement of Intentions signed by debtor(s)* – **not required**
3. Statement of Financial Affairs signed by debtor(s)* #1-15 required
4. Summary of Schedules
5. Schedules A-J in consecutive order
6. Declaration of Schedules signed and verified by debtor(s)*
7. Matrix
8. Disclosure of Compensation of Attorney signed by attorney for debtor(s)*

Proper filing fee – credit card number on file with Clerk's Office

Matrix in .txt format

Required Documents and Proper Order for Short Filing - New Case

Bankruptcy Petition

1. Voluntary Petition (2 pages on new form containing Exhibit C) signed by debtor(s) and attorney for debtor(s)*
2. Schedules D, E, & F in consecutive order
3. Declaration of Schedules signed and verified by debtor(s)*

Proper filing fee – credit card number on file with Clerk's Office

Matrix in .txt format

*Pursuant to Administrative Order 1, an attorney's login and password constitute signature by all appropriate parties on documents filed electronically. Registered Users are required to maintain signed filings for a period of not less than 5 years after case closure and shall provide said documents upon request.

! All of these documents (with the exception of the matrix) are in PDF format

APPROPRIATE DIVISIONAL OFFICES BY COUNTY
 (Choose the division that lists the county in which the debtor resides)

<input type="radio"/> Cedar Rapids	<input type="radio"/> Dubuque	<input type="radio"/> Fort Dodge	<input type="radio"/> Mason City	<input type="radio"/> Sioux City	<input type="radio"/> Waterloo
Benton Cedar Delaware Iowa Jones Linn Tama	Allamakee Clayton Dubuque Jackson	Calhoun Carroll Emmet Hamilton Humboldt Kossuth Palo Alto Pocahontas Webster Wright	Cerro Gordo Floyd Franklin Hancock Hardin Mitchell Winnebago Worth	Buena Vista Cherokee Clay Crawford Dickinson Ida Lyon Monona O'Brien Osceola Plymouth Sac Sioux Woodbury	Black Hawk Bremer Buchanan Butler Chickasaw Fayette Grundy Howard Winneshek